Second Floor Scoop

LaProgram.org

STUDENTS

Spring Programs and Metro Cards

New spring programs will be distributed on **Mon., Jan. 24.**, in OP.

The deadline for program change requests has passed. No program changes will be made at this point.

During the same OP, we will distribute new Metro Cards. Recall that old cards will **stop working** on the last day of the fall semester.

Student Arrival Time for Regents

Students should come to the appropriate testing location at **8:30am** for morning exams and **12:30pm** for afternoon exams.

TEACHERS

Reminders for Proctors

• All proctors (including hall proctors and reserves) must come to the Principal's Conference Room to check in at the beginning of the session regardless of when they will be proctoring.

• Please make sure to follow general and departmental instructions as they are provided in your envelope.

• If you have a problem as a proctor, ask the hall proctor to assist you. If you are missing materials, you can also call the appropriate department AP, the Program Office (x2201), or Ms. van Keulen (at x3261).

Protocol for Inviting Guests

If you wish to have someone visit the school to meet with students or staff regarding an educationally related topic, you must first complete an application which is now available from your department supervisor. Once the request is approved, you will be alerted and a copy of the request form will be forwarded to the security desk for processing.

Keep in mind that you will be held responsible for the whereabouts of any such visitor while they are in the building and such visitors can never be allowed to roam around the building unless they have been fingerprinted and cleared by the DOE (such as substitutes, consultants and student teachers).

Other than parents and those who are here on official DOE business, unfortunately, we cannot allow social visitors (friends, relatives, former students, delivery people etc.) into the building. In such cases you have the option of meeting the individual at the security desk if you are free at that time.

TEACHERS (CONTINUED)

Third Marking Period EGG Files

The third marking period will end on **Fri., Jan. 21**. Your EGG file will be delivered to your DOE e-mail shortly.

Grades are due at **9am on Thu., Jan. 27**.

Please remember to e-mail your EGG file to the correct Program Office team member. Refer to the chart below:

A-I: Ms. Lawton - elawton@schools.nyc.gov
J-M: Mr. Moore - amoore@schools.nyc.gov
N-Z: Mr. Shale - mshale@schools.nyc.gov

DO

☑ …give grades in increments of five unless you are giving a grade between 90 and 100 or an 88.

☑ …submit your grades on time! Otherwise, you may not be able to make corrections before report cards are printed.

☑ …select "Save Target As" after right-clicking on the attachment in your e-mail.

DON'T

🚫 … give any grade lower than a 40. The only exception to this rule is if you teach physical education, drama, or dance and are giving a 9 to a medically excused student.

🚫 … change the name of the original file in any way. The correct format is 2010_1_3_LASTNAME.

🚫 … give a final grade of 60.

Submitting Revised Grades:

After teachers send EGG files, the Program Office will print Class Lists with Grades and place them in each teacher's mailbox by the end of the day on **Friday, January 28**. Teachers are asked to submit any changes by **Monday, January 31**, by editing the EGG file and sending the revised version to the same Program Office staff member as before.

1. Save the EGG file in your "Sent" folder to your desktop.

   a) Go to mail.nycboe.net/exchange
   b) Access your e-mail account.
   c) Click on "Sent."
   d) Click on the e-mail you sent to a Program Office staff member.
   e) Right click on the attachment, choose "Save target as," and save to the desktop.

2. Make changes, and save the revised EGG file.

3. E-mail the revised EGG file to the appropriate Program Office staff member.

4. IMPORTANT: Change the e-mail address in the "TO:" line to that of the appropriate Program Office staff member.